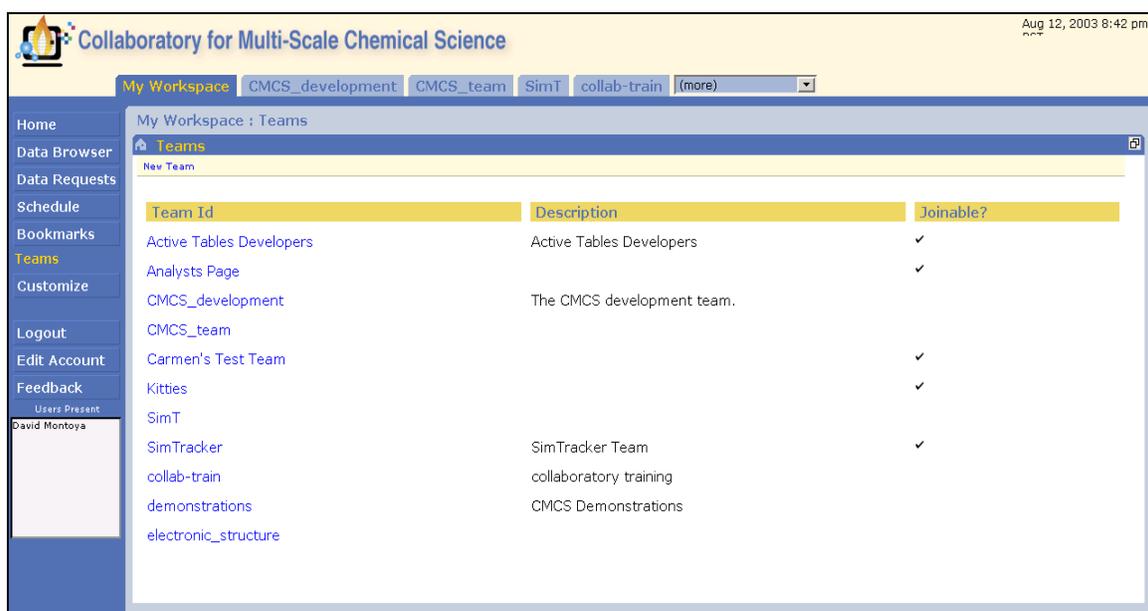# 4.0 CMCS Team Management

This tutorial provides information about how teams work within the Collaboratory framework.  One of the main goals of this environment is to provide the capability to quickly create environments for teams that contain communication, tracking, storage facilities for data and documents, and applications to facilitate group work.

Creation of a team is straightforward.  The basic steps are to enter descriptive information about the team and add members to the team.  The team, an associated team workspace, and a secure team folder on the data server for data storage will be created.  .

## Team Creation

The team management functionality is accessed by selecting the **Teams** page in **My Workspace**.  When **Teams** is selected, a page listing all the current teams is displayed.



Select **New Team** to create a new team.  The *Teams* form will be displayed.

### General Information

The *General Information* section of the *Teams* form is used to enter information about the team.  *Title* will be the name that is displayed on the team tab at the top of the page.  An id is required and is what users see under *Team ID* in the list of teams.   To allow other users to join the team themselves, check *yes* for *Joinable?*  In this case, users may select the team and then select **Join Team**.  If the team is not joinable, only a team administrator can add members to the team.

## Workspace Layout

The user that creates the team is automatically enrolled as a Team *Member* and a Team *Administrator*. A Team *Administrator* can reconfigure the look and feel of the team workspace by customizing the pages in the team workspace. The options listed on the left side of the workspace are capabilities. Portlets registered within the portal environment can be added to the capabilities available in the team workspace. An administrator should have a basic understanding of the configuration process. See the Portal Configuration tutorial for information on workspace layout.

## Membership

Once an *Id* is specified for the new team, team members can be added by clicking on **Add Members**. A scroll box is displayed that lists all the individuals that are registered in the environment. Click on the person or persons to add as members of the team then click on the **Add** button.
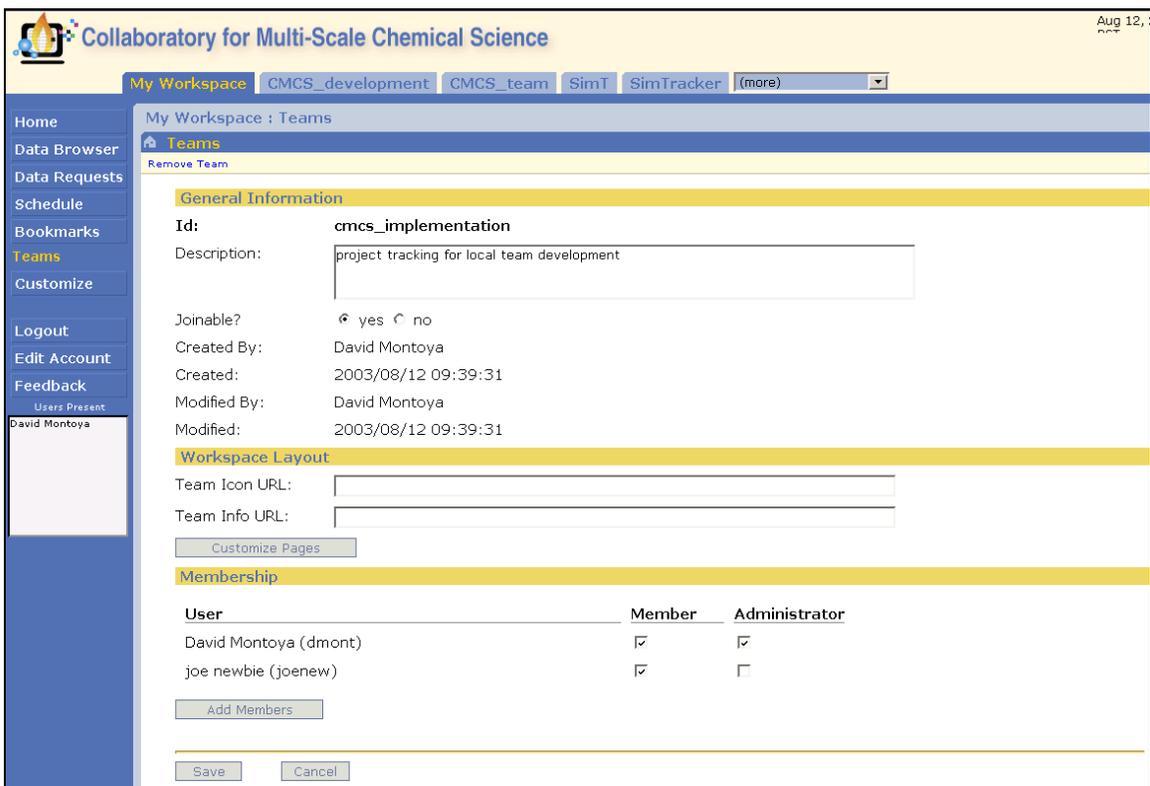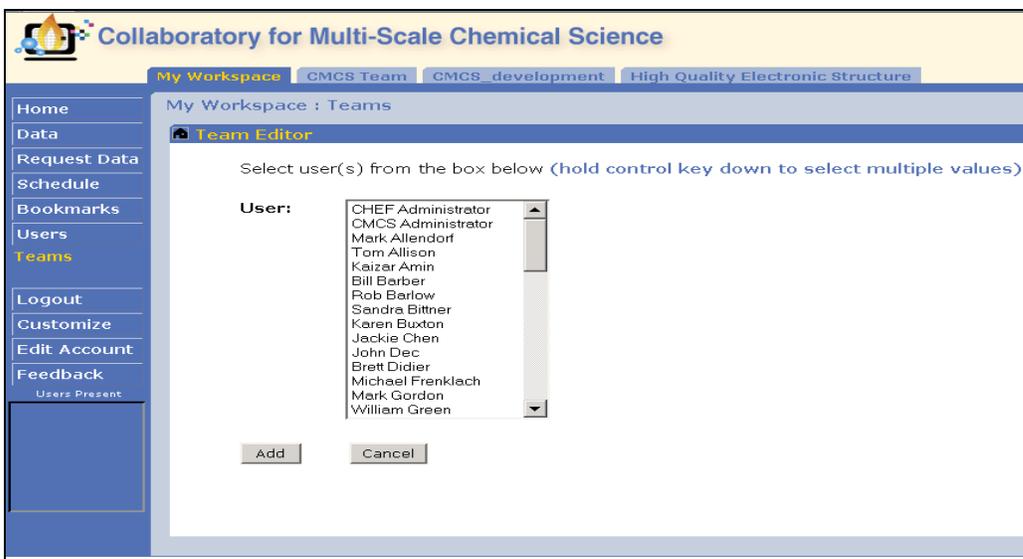
Note that other members of the team may be designated as an *Administrator* for the team.

*Save the new team*

Click on the **Save** button to save the new team. The new team (cmcs_implementation) will be displayed in the list of teams.

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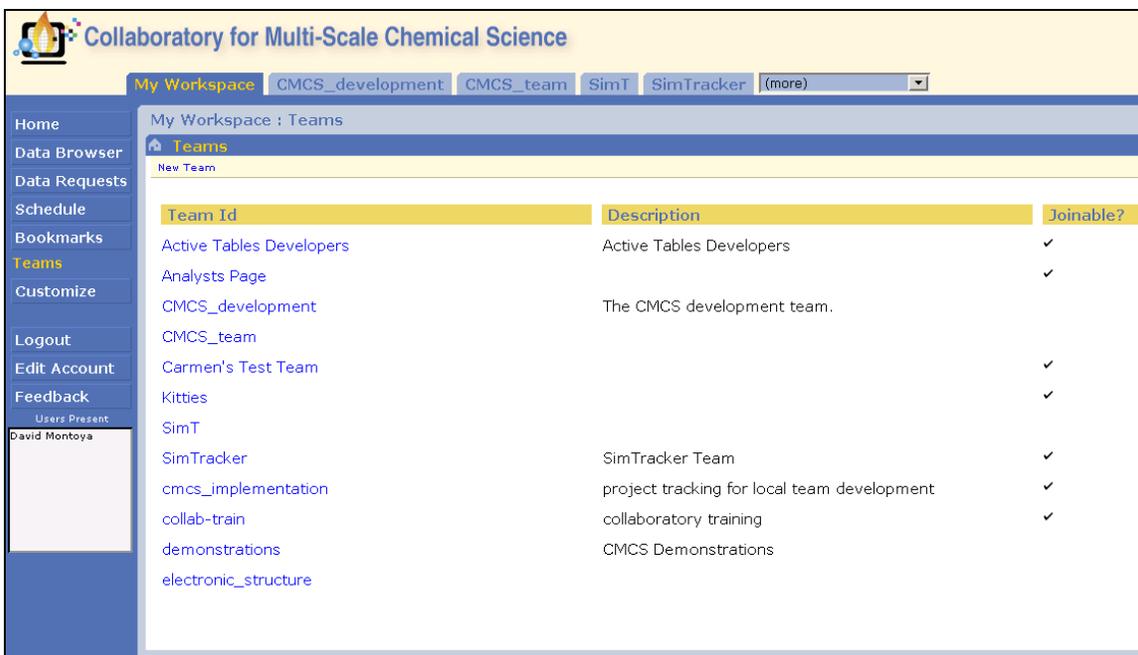
## The Team Workspace

A default team workspace is created when a new team is created. Collaboration tools such as [Chat, Discussion, etc.] are included. A directory on the DAV data server is created for the team to provide storage space for team files. The team data is accessible using the **Data Browser**. The **Data Browser** provides manipulation and views of data using translations that have been registered for specific data formats. The display below show the current default team option on the left side.
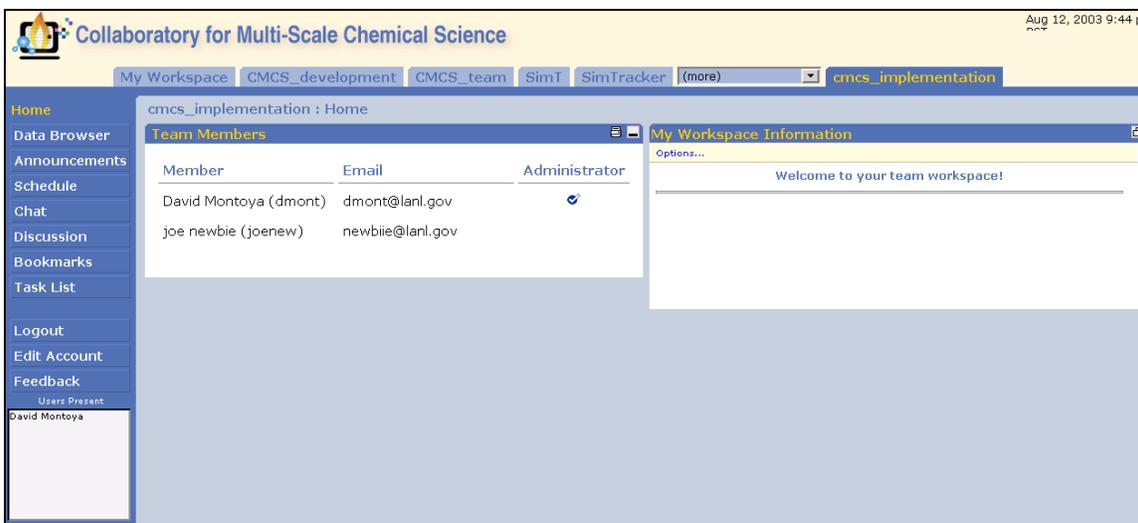


Once the team workspace has been created it is configurable by any Team *Administrator*. This includes ordering, adding and deleting the pages listed on the left side of the workspace.

A Team *Administrator* can create a new page and give the team access to portlets that have been registered in the CMCS Portal by adding one or more portlets to the page. Configuration capability is described in the Portal Configuration tutorial.